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ABSTRACT

The standards for school library programs in the state of Pennsylvania call for a model library stocked with a variety of media and staffed by a teacher who is a qualified librarian or media specialist. The library should complement the school instructional program and its educational philosophy; the librarian and classroom teacher should schedule regular library visits in addition to appointed times during which students may use the library for study and recreational reading. Library budgets are to be drawn up by the school district administration and the district library media coordinator; funds are allocated on a per pupil basis. A ratio of one library media staff member for every six teaching staff members is recommended. A starting collection of 20 items per pupil or 9,000 items, whichever is greater, should eventually be expanded to 40 items per pupil. The library's collection must be previewed and evaluated in consultation with the teaching staff before materials are acquired. The size of the library is to be determined by the number of students to use its facilities, and whether it is part of an elementary or a secondary school. (KC)

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STANDARDS FOR

SCHOOL LIBRARY PROGRAMS

IR 001 529

Division of School Library Services
Bureau of Instructional Support Services
Pennsylvania Department of Education
1971, Revised
1974, Revised

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Standards for School Library Programs

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PHILOSOPHY

QUALITY LIBRARY/MEDIA SERVICE REQUIRES BELIEF THAT:

1. A *DISTRICT* SCHOOL LIBRARY [redacted] PROGRAM is a plan, both developmental and operational, designed and structured to achieve the fullest realization of district educational goals and objectives through integration of library media services with the teaching-learning program and process.

2. A *BUILDING* SCHOOL LIBRARY MEDIA CENTER is a learning laboratory where the use of all media, print and non-print, is purposeful, planned and integrated with the teaching and learning program and process to widen, deepen, intensify and individualize instruction.

3. A LIBRARY MEDIA SPECIALIST *"is a teacher whose subject is learning itself"*,* and who is both competent and effective as an educator; knowledgeable about educational processes, designs, and curricular content and capable of relating and interrelating media content with instruction.

4. MEDIA are carriers of knowledge regardless of format.

*Knight, Douglas M. *Foreward,* Library Services for the Nation's Needs....Report of the National Advisory Committee on Libraries. July, 1968, Washington, D.C.: National Advisory Commission on Libraries, 1968.

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Standards for School Library Programs

Imperatives for DISTRICT LIBRARY ~~MEDIA~~ PROGRAMS

1. Administrative understanding and support;

2. Fiscal support

3. A contract identical in length of school day, length of school year, release time, salary schedule, fringe benefits to all other district teacher contracts for school library media specialists; (Extra work is paid on a per diem basis.)

4. A coordinator certified as a school librarian (or supervisor, chairman, head, or team leader) to provide leadership in strengthening the district library media program;

5. A district policy and routine manual outlining the specifics (philosophy, job descriptions, routines and procedures, etc.) of the district library media program;

6. A district instructional ~~media~~ center which maintains a union file of district media holdings; provides a reservoir of supplemental media; procures, processes and catalogs media (centralized technical processing); provides professional service.

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Standards for School Library Programs

Imperatives for BUILDING LIBRARY/MEDIA CENTERS IN INDIVIDUAL BUILDINGS:

1. Administrative understanding and support;

2. A qualified library media specialist who is both competent and effective as an educator; knowledgeable about educational processes, designs and curricular content; and capable of relating and interrelating media content with instruction;

3. A planned program which:
   a. reflects the educational philosophy of the school district,
   b. supports the instructional program of the building,
   c. requires cooperation of teacher and library media specialist,
   d. reinforces study skills introduced in every classroom,
   e. provides opportunity for every student for voluntary recreational media use,
   f. minimizes red tape and restrictions;

4. A flexibility which permits the library/media specialist to plan the use of the library media center by teachers, classes, groups, and individual students on the basis of instructional and recreational need; (Provision is made in other areas of the school for study halls, disciplinary cases, and absent teachers.)

5. A library media center which provides quarters, physically comfortable and aesthetically pleasing, planned for effective program support, and expansion;

6. A budget allocation sufficient to provide:
   a. adequate staff (professional, clerical, technical)
   b. adequate materials
   c. adequate equipment

7. Continuing maintenance of a media collection selected for curricular appropriateness and student appeal.

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BUDGET

1. The *district* library media program budget is planned cooperatively by the administration and the district library media coordinator with consideration to:
   a. need to support the instructional program,
   b. adequacy of the professional library,
   c. provision for updating and replacing the print and nonprint media collection,
   d. provision for supplies.

2. The budget for library media (print and nonprint) and services is allocated on a per pupil basis at the rate of $12.00 per pupil to provide for:
   A. Pennsylvania Budget Allocation Number - 0223 includes:
      (1) Printed materials
         (a) fiction
         (b) nonfiction
         (c) periodicals
         (d) reference materials
         (e) professional materials
         (f) rebinding
         (g) freight, cartage costs
      (2) Supplies
         (a) book and audiovisual processing materials
         (b) book and audiovisual circulation supplies
         (c) plastic book jackets
         (d) book processing services
         (e) book processing kits
         (f) printed catalog cards
         (g) library office supplies
         0630 (h) contractual services for library/media center equipment

   B. Pennsylvania Budget Allocation Number - 0224 includes:
      (1) Audio materials
         (a) disc recordings
         (b) tape recordings including cassettes
      (2) Visual materials
         (a) filmstrips

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BUDGET (continued)

(b) slides
(c) motion pictures
(d) study and art prints
(e) microforms
(f) maps and charts
(g) transparencies, etc.

3. In addition to categories listed in 2 above, the general budget categories provide *beyond the per pupil library allocation for:*

0143 audiovisual hardware repair and replacement
0222 general school supply (paper, pencils, and other consumable supplies)
0224 production supplies
0225 multimedia kits
0229 ? professional
1243 initial purchase of audiovisual hardware

4. The building library media program budget is planned cooperatively by the district library media coordinator and the head building librarian on the basis of need.

5. Creating a new library/media center requires a special budget to purchase the basic collection (See Regulation 7-400, School Libraries). A basic media collection *can* be considered initial movable equipment by a financing authority and covered by capital funds.

6. All support instructional medai orders, print and nonprint, are cleared through the district library media center:

a. purchased as needed throughout the year
b. processed by district centralized technical processing staff
c. IF DISTRICT CENTRALIZED TECHNICAL PROCESSING IS NOT AVAILABLE, ALL MEDIA SHOULD BE BOUGHT PREPROCESSED (PLASTIC-COVER AFFIXED, SPINE LABELED, POCKETED, WITH FULL SET OF CATALOG CARDS)
d. delivered to the building library processed and shelf ready.

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PROGRAM

Curriculum Regulations

7-440 (March, 1969) School Library Program - By September 1973, every school district shall have in operation a comprehensive library program, including printed material and nonprinted media. This program shall encompass kindergarten or grade 1 through grade 12 and shall meet standards established by the Secretary of Education.

1. The school library/media program should reflect the educational philosophy of the school(s) it serves

2. The quality of the school library/media program is directly proportionate to:
   a. the degree of administrative support,
   b. the effectiveness of planning,
   c. the extent of faculty-librarian cooperation, and
   d. the adequacy of financial provision.

3. The school library/media program should be made feasible administratively:
   a. by providing time for teacher and library/media specialist to plan together,
   b. by scheduling so that students have time to use the library,
   c. by regulations that encourage maximum use of the library by students and their teachers,
   d. by policies which make planning and subject/topic clearance with library media/center (and public library where applicable) prerequisite to assignment requiring media use.

4. The school library/media program should provide:
   a. an open schedule controlled by the librarian allowing:
      (1) curriculum extension and support for every student, K-12,
      (2) voluntary recreational access to the library at least once a week for all students, K-12
   b. a study skills continuum jointly the responsibility of faculty and librarian providing:
      (1) sequential, cumulative growth in materials use and study habits,
      (2) timely instruction when skills are appropriate to curricular need and student interest

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PROGRAM (continued)

c. reading guidance

d. opportunities for investigation, assimilation, evaluation, and application through the planned and guided use of instructional resources, print and nonprint.

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Standards for School Library Programs

STAFF

1. The school library/media staff should be composed of:
   - professional staff - full time certified professional library/media specialist plus
   - support staff - full time technician, paraprofessional, clerk, typist, etc.

2. The school library/media staff should be hired in ratio to the number of staff members who regularly meet students.

THEN YOUR LIBRARY/MEDIA SERVICE IS:

IF YOU HAVE THIS NUMBER OF STAFF WHO REGULARLY MEET STUDENTS:	INFERIOR if staff is this or less	AVERAGE if this	GOOD if this	SUPERIOR if this or better
12	parttime prof.	parttime prof. plus parttime support	1 prof. plus parttime support	1 prof. plus 1 support*
24	1 prof.	1 prof. plus parttime support	2 prof. plus 1 support	2 prof. plus 2 support
36	1 prof. plus part-time support	2 prof. plus parttime support	2 prof. plus 2 support	3 prof. plus 3 support
↓	↓	↓	↓	↓

*Support staff serving in the central district processing center would be included here.

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STAFF (continued)

3. School library/media staff should be hired for *at least* four weeks in addition to the teaching school year.

4. When a school district contains three or more school buildings, a coordinator (or head, supervisor, chairman, department chairman, team leader, etc.) of library/media services should be appointed, provided time, and delegated authority to supervise the district library/media program.

5. When two or more library/media specialists serve in one building, one must be designated "head".

6. One library/media specialist shall be responsible for the supervision at any one time of no more students than the number assigned the largest academic class in the school.

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Standards for School Library Programs

MEDIA COLLECTION

1. A written media selection policy for the district shall determine all acquisition.

2. All library/media acquisitions should be made on the basis of pre-purchase examination, with faculty and student assistance in evaluation, reference to professional selection tools, and visits to Department of Education, and locations where collections of media are avaiable for examination.

3. A written questioned media form shall determine procedure for handling all criticism of media.

4. A materials collection shall contain print and nonprint media.

5. An initial collection shall consist of twenty (20) items (one physically complete piece of media) per pupil or nine thousand (9,000) items, whichever is greater, acquired within three years after opening the library/media center.

6. By systematic annual purchase the initial collection shall be expanded to forty (40) items per pupil.

7. The media collection, print and nonprint, shall
   a. be arranged in workable order
   b. be available for out-of-library use by an efficient loan system
   c. be controlled by up-to-date shelf list
   d. be reflected in up-to-date union catalog
   e. be kept relevant by appropriate inventory, discard, and replacement.

8. ALL MEDIA SHOULD CIRCULATE.

9. USE OF MICROFORM IS RECOMMENDED.

10. A CONSIDERATION (NEEDS) FILE SHALL BE MAINTAINED.

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Standards for School Library Programs

PLANT/SUITE

Regulations of the State Board of Education of Pennsylvania, Chapter 3, School Building, issued 9/11/70

3-310 Minimum Areas for Elementary School Facilities Library

up to 12 classrooms	850-1000 square feet
13 to 18 classrooms	1000-1500 square feet
19 to 24 classrooms	1500-2000 square feet
over 24 classrooms	add 80 square feet per additional classrooms
workroom	150 - 200 square feet
conference	100 - 150 square feet
storage	100 - 200 square feet
a/v storage and maintenance	200 - 400 square feet

3-320 Minimum Areas for Secondary School Facilities Library

up to 800 pupils	1500-2400 square feet
800 - 1600 pupils	2400-4800 square feet
1600 - 2400 pupils	4800-7200 square feet
workroom	150 - 200 square feet
conference	100 - 150 square feet
taping room	100 - 150 square feet
storage (films, tapes, records, etc.)	425 - 850 square feet
storage (periodicals)	200 square feet
office	100 - 150 square feet (per number needed)
library classroom (should adjoin library)	850 square feet
carrells	minimum of 16

1. The library/media staff shall be involved from the initiation of new construction, alteration, or conversion plans for the library/media plans.
2. Form of library/media plant construction shall follow function
3. The school library/media plant shall be:
    a. centrally located (in relation to classrooms, teacher work area)
    b. one level (balconies, sunken reading areas, multi-floor locations should be avoided)
    c. accessible to deliveries, lavatories, fire exits, main corridors and stair area
    d. capable of expansion
    e. shaped to satisfy in balance and proportion
    f. designed for functional traffic patterns
    g. arranged for ease of supervision through visual control
    h. equipped and furnished to support fully the library/media program